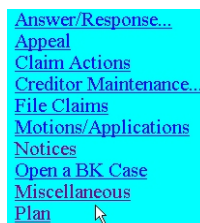


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## Creditor Request for Notices

**STEP 1** Select **Bankruptcy** from the **Main Menu**, then click on **Miscellaneous** from the **Bankruptcy Events** menu.



**STEP 2** The **Case Number** screen displays.

A screenshot of the 'Case Number' screen. It features a text input field containing the case number '03-20827'. Below the input field are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Next' button.

- ◆ Enter a **Case Number** and click on the **Next** button.

**STEP 3** The **Select the Type of Document** screen displays.

A screenshot of the 'Select the Type of Document' screen. It displays a list of document types in a scrollable area: 'Amended Schedules/Statements', 'Amended Voluntary Petition', 'Certificate of Service', 'Chapter 11 Ballots', 'Corrected Image', 'Creditor Matrix', 'Creditor Matrix (Amended)', and 'Creditor Request for Notices'. The 'Creditor Request for Notices' option is highlighted. Below the list are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Next' button.

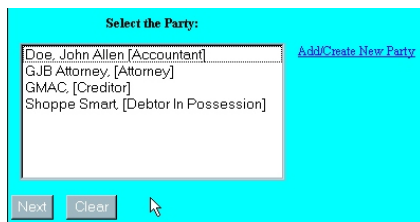
- ◆ Scroll down the options and highlight **Creditor Request for Notices**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.

A screenshot of the 'Joint filing with other attorney(s)' screen. It features a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Next' button.

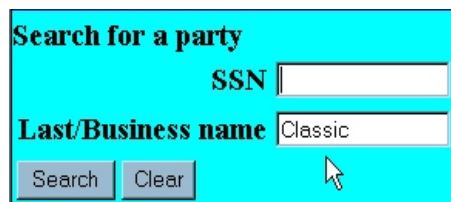
- ◆ Click in the box only if this is a jointly-filed document.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party:** screen displays.



- ◆ If the name of the party you are representing appears on the list, click on the party's name and proceed to **Step 10**. If the name does not appear on the list, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

**STEP 6** The **Search for a party** screen displays.



- ◆ Last/Business name: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive). Do not search by SSN or Tax Id numbers.
- ◆ Click on the **Search** button.

**STEP 7** The **Party search results** screen displays.



- ◆ If the party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.
- ◆ If party's name is not found, click on **Create new party** and proceed to **Step 9**.

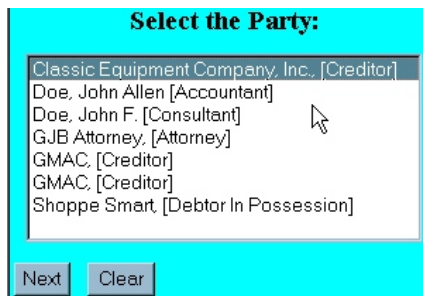
**STEP 8** The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- ◆ Click on **Submit** and proceed to **Step 10**.

**STEP 9** If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

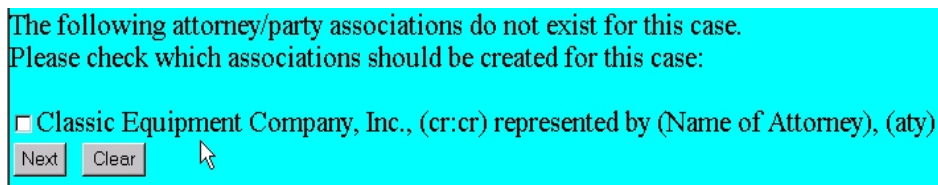
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

**STEP 10** The **Select the Party:** screen with your party highlighted displays.



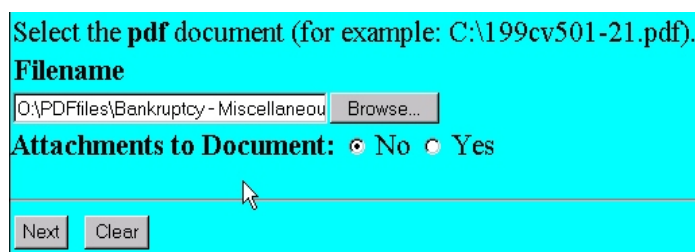
- ◆ Click on the **Next** button.

**STEP 11** Check the box to make an associate as the attorney for the party selected if appropriate.




- ◆ Click on the **Next** button.

**STEP 12** The **Select the pdf document** screen displays.



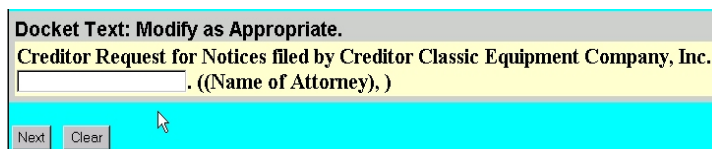
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

**STEP 13** A second **Search for a Party** screen displays.



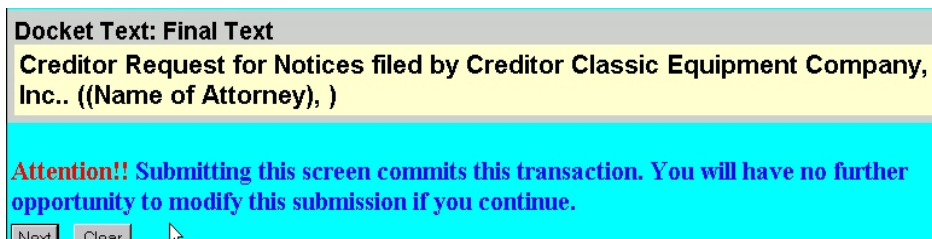
- ◆ If no other creditors are a part of this request, click on the **End Party Selection** button.

**STEP 14** The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

**STEP 15** The **Docket Text: Final Text** screen displays.



- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 16** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from (Name of Attorney), entered on 6/25/2004 at 3:52 PM EDT and filed on 6/25/2004

**Case Name:** Shoppe Smart  
**Case Number:** [2:03-bk-20827](#)  
**Document Number:** [40](#)

**Docket Text:**  
Creditor Request for Notices filed by Creditor Classic Equipment Company, Inc.. ((Name of Attorney), )

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\Bankruptcy - Miscellaneous.pdf

**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=6/25/2004] [FileNumber=13990-0]  
[be0b8aa1b19a68d7b899e2e51791eb778c2706df06a1409b08421244eac7d43d69c3e  
93550f0fd57dad9fb215055c29c2a7dd0b808731d65c8aa3bc293d8b50]]

**2:03-bk-20827 Notice will be electronically mailed to:**  
(Name of Attorney) ,